

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 15
Overseas Buildings Operations

15 FAM 950 STANDARDS

(CT:OBO-43; 02-28-2014)
(Office of Origin: OBO)

15 FAM 951 GENERAL STANDARDS

(CT:OBO-43; 02-28-2014)

The *Department of State's* safety and health standards are those promulgated by the Secretary of Labor under 29 CFR 1910 and 29 CFR 1926. Additional environmental standards are contained in 15 FAM 913 and 15 FAM 956. The Department *of State* will also adopt applicable emergency temporary occupational safety and health standards that may be established by the Secretary of Labor or recommended by the National Institute for Occupational Safety and Health (NIOSH). Posts may be required to implement host-country safety, health, and environmental standards when they are more protective than Department of State standards.

15 FAM 952 EXPOSURE STANDARDS

(CT:OBO-43; 02-28-2014)

Permissible exposure limits (PELs) for occupational exposure to toxic and hazardous materials and hazardous physical energies are those published by the Department of Labor under 29 CFR 1910. An exception is when the threshold limit value (TLV), established by the American Conference of Governmental Industrial Hygienists (ACGIH), is lower than the OSHA PEL. In this case, the TLV becomes the exposure standard for the Department of State. If neither a PEL nor TLV exists, the NIOSH-recommended exposure limit (REL) becomes the Departmental exposure standard.

15 FAM 953 HAZARD CONTROL VENTILATION STANDARDS

(CT:OBO-43; 02-28-2014)

The Industrial Ventilation Manual, published by the American Conference of Governmental Industrial Hygienists (ACGIH), is the Department of State design standard for ventilation systems used to control hazardous materials for protection of personnel in the workplace. This is in addition to the more limited requirements set forth in the Occupational Safety and Health Act (OSHA) *and* 29 CFR 1910.

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Airflow and air capacity specifications are those contained in the Industrial Ventilation Manual.

15 FAM 954 DESIGN STANDARDS

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For the design of new construction or major renovations, the Department *of State* will conform with OSHA standards at posts abroad and with host-country standards as required. Application *of such standards*, as a modification of local design criteria, will be at the discretion of the architect or engineer who will follow U.S. standards to the fullest extent practical, unless precluded by host-country standards. In order to ensure acceptable indoor air quality in Department of State office buildings, ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard *62.1-2010 (or the most recent version)*, Ventilation for Acceptable Indoor Air Quality, will be followed.

15 FAM 955 CONSTRUCTION STANDARDS

(CT:OBO-43; 02-28-2014)

For new construction or major renovations and alterations of existing structures at posts abroad, the Department *of State* will *adhere to* the latest edition of the U. S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1) and with host-country standards as necessary.

15 FAM 956 ENVIRONMENTAL STANDARDS

(CT:OBO-43; 02-28-2014)

The Department of State must comply with environmental statutes and regulations, including those dealing with hazardous waste management, polychlorinated biphenyls, and ozone depleting substances.

15 FAM 957 ADDITIONAL DEPARTMENT OF STATE STANDARDS

(CT:OBO-43; 02-28-2014)

The *Office* of Safety, Health, and Environmental Management (SHEM) will develop additional standards as necessary to address specific issues or problems not covered by the standards listed in 15 FAM 950 or by the *provisions of* 15 FAM 913. These standards are contained in the Resource Guide (15 FAM 957.1).

Periodically, SHEM may issue revised versions of certain Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and other

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standards (e.g., Hazard Communication Program) when the revised versions may be beneficial to posts in understanding and implementing requirements. Agencies or bureaus with occupational responsibilities involving unusual or special hazards should submit proposed draft standards to the SHEMA *Office Director* for review and approval.

15 FAM 957.1 Departmental Safety, Occupational Health, and Environmental Management (SHEM) Resource Guide

(CT:OBO-43; 02-28-2014)

The resource guide, which has been issued to posts abroad, contains safety and occupational health and environmental policies, directives, programs, standards, and other requirements issued by the Department *of State* that posts and organizations supporting posts must follow. Posts will ensure that the resource guide is readily accessible via the SHEM intranet site.

15 FAM 957.2 Integrated Pest Management (IPM) Program Requirements

(CT:OBO-43; 02-28-2014)

- a. Posts abroad will implement an integrated pest management (IPM) program in all U.S. Government-owned and *capital lease* properties in accordance with the Department *of State* IPM program document, which can be found *on* the SHEM *Intranet site*. This program incorporates three elements:
 - (1) Pest prevalence reduction measures;
 - (2) Self-help measures; and
 - (3) Selection and use of pesticides that are registered with the Environmental Protection Agency and/or *that the Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM)* has authorized for use, and *which* are to be mixed and applied according to label instructions. These materials can only be used after *reduction* and *self-help measures* have been found to be insufficient.
- b. Posts with *operating lease* properties are to periodically contact those properties' landlords and implement one of the following strategies (in order of priority):
 - (1) Obtain landlord permission to implement IPM procedures as stated in this section;
 - (2) Eliminate the use of chemical pesticides and substitute self-help pest reduction measures by landlords and/or tenants; or
 - (3) Select and use pesticides, according to label instructions, that are

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registered with the Environmental Protection Agency and/or that OBO/OPS/SHEM has authorized for use.

15 FAM 957.3 Motor Vehicle Safety Management Program Requirements

(CT:OBO-43; 02-28-2014)

Posts will implement a motor vehicle safety management program in accordance with the *latest edition of the Department of State's Motor Vehicle Safety Management Program, located on the SHEM Intranet site*. At a minimum, this program will include:

- (1) *Written post policy with assignment* of program responsibilities;
- (2) Operator *screening*, selection, and training;
- (3) *Enforcement of operational safety rules*;
- (4) *Duty limits to control fatigue*; and
- (5) *Distraction controls*.

15 FAM 957.4 Swimming Pool Requirements

(CT:OBO-43; 02-28-2014)

Posts having swimming pools associated with facilities or residences owned, leased or otherwise under Department of State control will implement appropriate design or operational safety requirements consistent with the Department *of State's Swimming Pool Safety Program* that can be found *on* the *SHEM Intranet site*. Requirements must address the following elements:

- (1) Barriers or fences;
- (2) Supervision;
- (3) Emergency procedures;
- (4) Posted rules;
- (5) Hazardous chemical control; and
- (6) Electrical hazards.

15 FAM 957.5 Drinking Water Quality Program Requirements

(CT:OBO-43; 02-28-2014)

Posts must provide potable water that is microbiologically and chemically safe to drink at all Department of State-owned or -leased facilities abroad where employees and post family members work or reside. Posts will accomplish this in

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part by periodically testing the water; ensuring that appropriate water treatment devices or systems are provided, used, and properly maintained; and ensuring that any bottled water provided is safe to drink. (Refer to the SHEMA Drinking Water Safety Program that can be found *on* the *SHEMA Intranet site* for guidance on how to meet these requirements.)

15 FAM 957.6 Personal Protective Equipment and Clothing

(CT:OBO-43; 02-28-2014)

Use of personal protective equipment, such as respirators, gloves, safety shoes, eye and head protection, and outer clothing, is an integral part of the *Department of State's* safety and health strategy for protecting employees engaged in hazardous activities. Protective clothing will be provided and funded by posts whenever the post occupational and health official (POSHO) or a representative *of OBO/OPS/SHEMA* determines it is necessary to protect employees or to meet *Department of State* or Federal standards. Posts will ensure that employees are trained in the proper use of such equipment and that equipment is maintained, cleaned, and replaced, as necessary, to ensure that it provides effective protection. All personal protective equipment must meet design or performance *standards* required by Occupational Safety and Health Administration (OSHA) standards.

15 FAM 958 AND 959 UNASSIGNED